

CAL GRANT T

New Recipient Reference Manual

California Student Aid Commission
Grant Services Division
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In support of the Governor's Executive Order D-10-99, the California Student Aid Commission reminds all Cal Grant recipients that it is illegal and unlawful to pirate computer software and other intellectual property. As such, the California Student Aid Commission shall take the necessary controls deemed appropriate by the State of California, to ensure that State funds are not used to acquire, operate, or maintain computer software in violation of applicable copyright laws.

Dear Cal Grant Recipient,

Congratulations on receiving a Cal Grant!

On behalf of the California Student Aid Commission (Commission), I am extending my best wishes to you.

Please read this manual to learn about your Cal Grant and the simple actions you must take to maintain your eligibility for a Cal Grant while you attend college. For example, if you change your address, you must inform the Commission right away, so you can continue to receive important information about your grant.

The Commission supports you and works as a partner with your school financial aid office to help you realize your dreams of pursuing a college education.

Sincerely,

Wally Boeck

Executive Director
California Student Aid Commission

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CAL GRANT T RECIPIENTS

Please read and keep this reference manual available to you. You are responsible for understanding and following the material and conditions outlined in this manual. Please contact the Commission if you need to clarify any information presented in the following pages.

SELECTION PROCESS

Cal Grant T award selections are based on data obtained from your 2002-03 Free Application for Federal Student Aid (FAFSA) and through the Student Aid Commission Grade Point Average Verification process. Recipients and their families must not exceed the income and asset ceilings set by the Commission and must demonstrate the minimum unmet financial need required for selection to the program. Any change in the original information submitted on the applications may reduce or eliminate eligibility for Cal Grant T Program participation.

Your school will verify your eligibility for Cal Grant T payment and the award amount will be subject to 2002-03 state budget appropriations. Only the Commission can make an official Cal Grant T award offer. Any award estimates made by a college are not official until confirmed by the Commission.

Recipient Requirements

Each Cal Grant T recipient must:

- Be a resident of California.
- Be a U.S. citizen or eligible non-citizen.
- Have an unmet financial need for attendance at an approved participating Cal Grant T institution in 2002-03.
- Maintain at least half-time enrollment in credential coursework, each academic term, as defined by the institution.

- Maintain satisfactory academic progress in a program of professional teacher preparation that has been approved by the Commission on Teacher Credentialing (CTC). A complete listing of approved institutions is provided in Appendix A.
- Meet U.S. Selective Service requirements.
- Have a bachelor's or higher degree (example M.A.).
- Maintain and complete coursework and training necessary to obtain an initial teaching credential.

Each Cal Grant T recipient must not:

- Have a defaulted student loan or owe a grant repayment.
- Exceed the Cal Grant T program's income or asset ceilings as listed in the application.
- Have completed coursework necessary to obtain an initial teaching credential.
- Have applied nor received an initial teaching credential.

Teaching Commitment Requirements

Cal Grant T recipients must:

- Teach on a full-time basis for a minimum of one year in a California public low-performing school for each award increment of two thousand dollars (\$2,000) you received.
- Teach in consecutive years, if more than one year of teaching is necessary for you to repay your obligation. You may continue teaching at your initial low-performing school even if that school is no longer designated "low-performing" after the first year of teaching service. Your teaching commitment will not exceed four years.
- Complete the first school year of eligible full-time teaching service in a California public low-performing school within twenty-four (24) months from the date you receive your initial teaching credential.
- Provide the Commission employment verification establishing compliance with the above requirements.

PROGRAM INFORMATION

Multiple Awards

Notify your campus financial aid office of all financial aid awards you receive. Tuition/fee Cal Grant T awards can only be used to pay tuition and fees not already covered by any other tuition/fee-only award(s).

Self Decline/Withdrawn Awards

If you have previously notified the Commission that you wish to withdraw from the Cal Grant T program, a letter will be sent to you to confirm this. As indicated on your Cal Grant Recipient Change Form, your withdrawal discontinues both your current-year and continuing-year eligibility and is irrevocable. However, you may compete as a new applicant in the future.

Definition of Low-Performing Schools

A low-performing school is either an elementary or secondary institution that has an Academic Performance Index (API) ranking that places it in the bottom half of California schools.

A list of qualifying California low-performing schools for the 2002-03 academic year, by county, may be found by downloading it from the Commission's Web site: www.csac.ca.gov. Click on 'Commission Programs', then 'Cal Grant T'. A link to the list of 2002-03 low-performing schools will be at the bottom of the screen.

Forms Required for Tracking

Teaching Service Agreement – sent with your award letter. This agreement must be signed and returned to the Commission before you receive any grant funds.

Teaching Service Status Form – this form will update address information and teaching service plans for the next academic year. If you do not return this form to the Commission, you may be required to repay the grant funds you received.

Teaching Compliance Verification Form – sent to you at the end of the teaching service year reported on the Teaching Service Status Form. You will be required to sign this authorization and send it to your school employment official for verification of your teaching service. If you do not return this form to the Commission, you may be required to repay the grant funds you received.

Leave of Absence Policy

You must request a leave of absence from the Cal Grant T Program if you are not enrolled at least half time for any term. A leave may be requested in writing or by filing a Grant Record Change Form for Students (G-10). The G-10 can be obtained from your school, the Commission or by downloading it from the Commission's Web site at www.csac.ca.gov. You may also ask your school to report a leave of absence on your behalf.

Total leave time may not exceed one academic year, as defined by your school. Extensions may be granted for exceptional situations on an appeal basis only. If you are on active duty in the United States Armed Forces or Coast Guard, you may have your Cal Grant T deferred for up to three years. Please request this deferment in writing.

If you fail to notify the Commission of any absence from your school, your award may be withdrawn. If your school reports partial or full payment for a term in which you eventually request a leave of absence, your program eligibility for future benefits will be reduced.

Loan Default/Grant Repayment

California law prohibits payment of Cal Grant T benefits to any individual who:

1. failed to repay a federal or state grant, if required, or
2. previously defaulted on a student loan and has not made satisfactory repayment arrangements.

If you believe you are in this situation, you must immediately report this information to your campus financial aid office.

If at any time it is determined that you owe a grant refund or are in default of a loan and have not made satisfactory payment arrangements, your Cal Grant T will be withdrawn and you will be required to repay any funds received.

AWARD AMOUNTS

Cal Grant T awards are for one year only. These awards are for tuition/fee charges only and are contingent upon state budget appropriations. Award amounts also will vary based on your financial need, school costs, maximum award limits and enrollment status. Your grant will not cover all of your college expenses.

Your maximum yearly award amount is listed on your letter and is subject to change each year. For example, in 2001-02, the maximum award amount was:

California State University	\$1,506
University of California	\$3,609
Independent Colleges & Universities	\$9,708

Although this is the maximum award amount available for one year of full-time attendance, be aware that your school will certify the actual payment amount. This amount may be less than the maximum amount listed on your award letter. If you attend less than full-time, your payments may be reduced.

Delivery of Funds

The school you are attending will deliver all Cal Grant T funds due to you. The Commission does not send Cal Grant T funds directly to a student. After directly notifying the Commission of your correct school of attendance, contact your school for information on their disbursement policies. Your school will confirm your eligibility and release any funds due you.

Cal Grant T funds are payable on a term-by-term basis (example: fall & spring). Under no circumstances will an entire yearly award be paid all for one term. In addition, students with low unmet financial need (according to their school budget) or students that are enrolled less than full time will receive payments lower than their maximum term amount.

REPAYMENT OBLIGATIONS

If you fail to meet your teaching commitment requirements listed in this manual or if the Commission determines you are no longer pursuing a course of study leading to certification as a teacher, you are required to repay any funds you have received. You must repay the amount of grant funds received, prorated according to the percentage of the obligation not fulfilled, as determined by the Commission.

Repayment begins on the first day of the first calendar month after you failed to meet the teaching commitment described in this manual, as determined by the Commission.

You must make payments to the Commission according to the schedule established by the Commission to complete repayment of all funds you received within four (4) years. The minimum monthly payment is \$100.

You may submit written documentation to substantiate any potential deferments from repayment.

Repayment Deferments

You may qualify for a deferment on repayment if you meet any of the following conditions:

1. You provide enrollment verification from your school that you are enrolled in full-time course of study.

2. You provide a letter from your commanding officer certifying date of entry and expiration date of obligated active service with the Armed Forces of the United States.

3. You provide verification by a qualified physician stating that you are unable to find employment as a teacher due to a temporary medical condition.

Repayment Cancellations

You may qualify for cancellation of repayments if you meet either of the following:

1. Provide verification by a qualified physician stating you are unable to teach on a full-time basis because of total disability.

2. Your estate must provide a death certificate.

SCHOOL CHANGES/OTHER AMENDMENTS

We would appreciate you notifying the Commission regarding any of the following changes within 21 days. Please use the Recipient Change form (G-10) available at your school or on the Commission's Web site (see Points of Contact-page 16).

1. *School change:* Notify the Commission if you do not attend the school listed on your award letter. Also, if the school you attend was not already listed on your SAR, you must contact the SAR processor at (800) 433-3243 to forward the information to your new school. Cal Grant T payments are limited to participating Cal Grant T schools.

NOTE: Your financial need will be reevaluated if you change your school choice or housing plans. If your school budget is reduced due to a change, your grant may be withdrawn. When notifying the Commission of a school change, state the effective date of the change and whether you will live on-campus, off-campus or with parents or relatives.

2. *Name or address change:* Notify the Commission if your name or address changes, or is different from what is indicated on your award letter, or other Commission correspondence you receive.
3. *Social Security number:* Notify the Commission, if the Social Security number printed on the award letter is not correct. Complete the Recipient Change Form and submit a copy of your Social Security card.
4. *Change in housing plans:* Your selection to the Cal Grant T program was made based on the expected cost of attendance at the first school listed on your SAR and the expected housing plans (on-campus, off-campus or living with parents or relatives), listed with that school. Review your award letter and report any housing plan changes to the Commission.
5. *Less than half time:* Notify the Commission if your enrollment falls below half time at any time. (Refer to Leave of Absence, page 8).
6. *Not eligible for Cal Grant T award:* Notify the Commission if you do not meet all of the recipient requirements and teaching commitments listed in this manual.
7. *Withdrawal:* Use the Recipient Change Form if you wish to decline a Cal Grant T award or note “decline” across the TSA and return it to the Commission. Your withdrawal discontinues the Cal Grant T offer and is irrevocable. If you decline an award, you can compete as a new applicant in future years. Contact the Commission if you have any questions on declining your award.

CONTINUING STUDENTS

You were awarded the Cal Grant T for only one academic year. The award may have been prorated for less than full time enrollment, which allows you to

continue receiving this award based on your remaining eligibility to complete one academic year.

The financial and academic requirements to continue a Cal Grant T award offer are different than the requirements used to select new Cal Grant T recipients. Persons continuing a Cal Grant T award, do not have to meet the income and asset ceilings used to select new recipients. Continuing recipients must show financial need of at least \$100 for the renewal year and do not have to submit another grade point average to the Commission. To continue your award for the 2003-04 school year, you must continuously maintain your current eligibility through the entire 2002-03 year and file a 2003-04 FAFSA.

APPEAL PROCESS

A Cal Grant T applicant who is not selected for an award, or has their grant withdrawn, may file an appeal for reconsideration. To appeal any Cal Grant T status, you must submit a written request that states the decision being challenged. It must be postmarked within 21 calendar days from the date of the Commission's withdrawal letter. A thorough review of your file will be performed and a written response will be sent to you. Send your written request to the appeal address located on the front of this manual. Please do not submit a formal appeal via e-mail.

If your financial circumstances have changed since you filed your FAFSA, or you believe you have special financial circumstances which may affect your eligibility, contact the campus financial aid office where you plan to enroll in the fall. If appropriate, your campus financial aid office can submit financial change information on a Grant Record Change Form for Schools (G-21) and send it to the Commission no later than September 28, 2002. Your college is also required to report any situations or changes that may result in the reduction or withdrawal of your award.

APPENDIX A

Eligible Postsecondary Institutions With CTC Approved Programs For the 2002-03 Academic Year

CALIFORNIA STATE UNIVERSITY

Bakersfield	Chico
Dominguez Hills	Fresno
Fullerton	Hayward
Humboldt	Long Beach
Los Angeles	Monterey Bay
Northridge	Pomona
Sacramento	San Bernardino
San Diego	San Francisco
San Jose	San Luis Obispo
San Marcos	Sonoma
Stanislaus	

UNIVERSITY OF CALIFORNIA

Berkeley	Davis
Irvine	Los Angeles
Riverside	San Diego
Santa Barbara	Santa Cruz

PRIVATE COLLEGES AND UNIVERSITIES

Alliant International University
Antioch University
Argosy University, Orange
Azusa Pacific University
Bethany Bible College
Biola University
California Baptist College
California Lutheran University
Chapman University
Christian Heritage College
Claremont Graduate University

College of Notre Dame
Concordia University
Dominican College
Fresno Pacific College
Holy Names College
Hope International University
John F. Kennedy University
La Sierra University
Loyola Marymount University
Mills College
Mount St. Mary's College
National University
New College of California
Occidental College
Pacific Oaks College
Pacific Union College
Patten College
Pepperdine University
Point Loma Nazarene College of California
Saint Mary's College
Santa Clara University
Simpson College
Stanford University
The Master's College
The National Hispanic University
University of La Verne
University of the Pacific
University of Redlands
University of San Diego
University of San Francisco
University of Southern California
Vanguard University
Westmont College
Whittier College
University of Phoenix

How Do I Contact the Commission ?

In order to provide you with the best possible service, please include your name, Social Security Number, address, and phone number on all correspondence submitted to the Commission.

General Correspondence and Appeals may be sent to:

California Student Aid Commission
Grant Programs Customer Service
P.O. Box 419027
Rancho Cordova, CA 95741-9027

Student Status Changes may be sent to:

California Student Aid Commission
Grant Programs Processing Section
P.O. Box 419028
Rancho Cordova, CA 95741-9028

If you change your permanent mailing address, please inform the Commission as soon as possible so you will continue to receive important information about your award.

INTERNET ACCESS

E-mail: *custsvcs@csac.ca.gov*
Website: *www.csac.ca.gov*

TELEPHONE AND FAX

Toll-free (888) 224-7268
FAX (916) 526-8002

OFFICE HOURS

Monday, Tuesday, Wednesday, and Friday, 8:00 a.m.- 4:50 p.m.,
Thursday, 9:00 a.m. - 4:50 p.m.

G-3 (6/02) 2,000